

DATA REGISTRY
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20 February 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM :
DDA/EEO OfficerSUBJECT : An Outline of the Human Relations and
Management Course1. Background:

The Human Relations and Management Course was designed in response to a DCI requirement to create a new training experience to increase managers understanding and awareness of people different from themselves in ethnicity, sex and race. The objective was to prevent a lack of such awareness from adversely affecting Agency operation, efficiency and image.

Three sensitivity groups were contacted to develop and deliver one 3-day prototype cultural awareness course. Each course was attended by more than 20 senior level managers and officers. Each group of consultants delivered their course toward three objectives:

- a. Participants would increase their awareness of their personal perception of people different from themselves particularly minorities and women.
- b. Participants would analyze the influence their personal attitudes have on their interpersonal and managerial relationships with minorities and women.
- c. Participants would gain an understanding of the effect of attitudes and perceptions, including prejudices, stereotypes and discrimination, on their management behavior and management actions.

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2. Purpose:

The Human Relations and Management Course was designed particularly for senior managers. It is based on the assumption that the Agency's ability to promote full utilization of all employees, without adverse regard based on race, color, sex, religion, national origin, age or handicap depends upon the knowledge, understanding, and awareness of managerial and supervisory personnel and their resultant behavior. The Human Relations and Management Course will also give managers an understanding of cultural, ethnic, racial, and sexual difference as they pertain to management of the Agency workforce.

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5. Conclusion:

All of the data herein was collected from staff members of the Office of Equal Employment Opportunity. I am available to collect additional data or to discuss this memorandum in detail if you so desire.

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DATE OF INITIAL OFFERING:

23 - 27 February 1981

SUBSEQUENT RUNNINGS IN 1981:

6 - 10 April 1981

15 - 19 June 1981

20 - 24 July 1981

31 August - 4 September 1981

LENGTH:

5 days, full-time in residence

FREQUENCY:

5 times in FY-81

PLACE:

CLASS SIZE:

25 minimum; 25 maximum

GRADE RANGE:

GS-14 and above

SPECIAL REQUIREMENTS OR

PREREQUISITES:

None

REGISTRATION DEADLINE:

3 weeks prior to beginning
of the course

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DD/A Registry
81-281
00090033-2
Executive Registry
81-343/1

9 February 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

ATTENTION: Senior Training Officers
Directorate EEO Officers

SUBJECT: Human Relations and Management Course

1. The registration deadline for the first running of the Human Relations and Management Course was 2 February 1981. I want to emphasize that the target group for the initial runnings of this course is the members of the Senior Intelligence Service and Agency executives. The cost and difficulty of presenting this course make it mandatory that each class of twenty-five (25) students be complete. Each directorate and the DCI Area must provide a minimum of five students plus alternates for each running.

2. It is also important to the successful conduct of the course that each directorate student group include at least one woman and one black and one Hispanic employee. Directorate statistics indicate, of course, that to satisfy this requirement, selection of these officers may have to be from below SIS level.

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